



Norfolk

Department of Planning & Community Development

Division of Building Construction Services
400 Granby Street / Norfolk, VA 23510-1914
Phone: (757) 664-6565

Policy Admin 06-03

Case No. _____

Date: _____

C. O. Date: _____

Request for Investigation into suspected Code Violation (After Final Inspection)

Section 115 of the Virginia Uniform Statewide Building Code states in part:

115.2 Notice of violation. The building official shall issue a written notice of violation to the responsible party if any violations of this code or any directives or orders of the building official have not been corrected or complied within a reasonable time. The notice shall reference the code section upon which the notice is based and direct the discontinuance and abatement of the violation or the compliance with such directive or order. The notice shall be issued by either delivering a copy to the responsible party by mail to the last known address or delivering the notice in person or by leaving it in the possession of any person in charge of the premises, or by posting the notice in a conspicuous place if the person in charge of the premises cannot be found. The notice of violation shall indicate the right of appeal by referencing the appeals section. When the owner of the building or structure, or the permit holder for the construction in question, or the tenants of such building or structure, are not the responsible party to whom the notice of violation is issued, then a copy of the notice shall also be delivered to the such owner, permit holder or tenants.

115.2.1 Notice not to be issued under certain circumstances. When violations are discovered more than two years after the certificate of occupancy is issued or the date of initial occupancy, whichever occurred later, or more than two years after the approved final inspection for an alteration or renovation, a notice of violation shall only be issued upon advice from the legal counsel of the locality that action may be taken to compel correction of the violation. When compliance can no longer be compelled by prosecution under Section 36-106 of the Code of Virginia, the building official shall document the existence of the violation and the edition of the USBC the violation is under.

I (we) _____ (name) of _____ (mailing address) respectfully request that the Building Construction Services Division of the City of Norfolk conduct an investigation to determine if Code Violations exist according to the provisions of Section 115.2. I (we) request that the following specific condition(s) should be evaluated for compliance with the Code:

1. _____ 2. _____
(Attach separate list if necessary)

Address of property on which complaint is based:

My interest in the property is:

☐ Owner

☐ Contractor

☐ Owner's Agent

☐ Other (Explain) _____

Statement of relief sought: _____

Signature(s): _____ / _____ Phone Number: _____

Scheduled Inspection date: ____/____/____ DPOR Notified: ____/____/____ ; DPOR contact: _____

Results:

Follow up Action: